

**Regular Meeting #44 - 2016
Fairfield County Commissioners' Office
October 6, 2016**

Leadership Conference

The Commissioners met at 8:00 a.m. for the 2016 Leadership Conference. Commissioner Levacy called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Amy Boy, Amy McCoy, Angel Huber, Ann Hammond, Ashley Kemmerer, Aunie Cordle, Bart Hampson, Becky Edwards, Beth Kehrer, Branden Meyer, Brooke Lowe, Bryce Burton, Aunie Cordle, Carrie Williams, Casie Stanton, Cassie Strickler, Cathie Warner, Charma Morgan, Cheryl Downour, Chief Jerry Perrigo, Corey Clark, Dan Neeley, Danielle DiMatteo, Dave Burgei, David Henwood, David Miller, Dennis Keller, Dr. Tom Vajen, Elisa Dowdy, Elyssa Wanosik, Genylynn Cosgrove, Gina Knight, Heather O'Keefe, Heather Shields, Holly Mattei, Jan Picklesimer, Jay Shepherd, Jeff Porter, Jennifer Donnell, Jeremiah Upp, Jerry Isles, Jill Boone, Jodi Smith, Johanna Pearce, Jon Kochis, Jon Slater, Joshua Horacek, Judge Berens, Judge Trimmer, Judge Vandervoort, Judge Smith, Justin Gall, Justin Grant, Karen Wolfe, Kate Varga, Kathy Hyme, Kelly Shoemaker, Kelly Turben, Krista Humphries, Kristi Burre, Kristin Riddle, Laurie Kennedy, Leah Miller, LeeAnn Jennings, Leigh Anne McDermitt, Lisa McKenzie, Lisa Notestone, Lisa Wells, Lora Manon, Lori Lovas, Lynette Barnhart, Marea Jones, Mark Conrad, MaryJo Fox, Melanie Culbertson, Michael Kaper, Michele White, Mindy VanBibber, Patrick Welsh, Rebecca Gierhart, Rhonda Meyers, Rick Szabrak, Sabina Hosafros, Sandy Bryan, Sarah Fortner, Sarah Snyder, Shannon Carter, Shar Bails, Sheriff Phalen, Stacey Bergstrom, Susie Lynch, Terah Murdock, Terri Clark, Todd McCullough, Tony Vogel, Jessica Murphy, and Ed Laramée.

Mr. Levacy welcomed everyone to the Leadership Conference.

Mr. Janoso, Fairfield Medical Center CEO, also welcomed everyone.

United Way Presentation

Ms. Susan Nixon-Stoughton provided an update on United Way and showed the following video: <https://youtu.be/OT-paQOIVk4>

Conversation on the Concept of Civility

The group watched the following video on civility:
https://www.youtube.com/watch?v=Cr3hul_EN5A.

The video was part of a NACo summary on the concept of civility and how it is the foundation of successful problem solving.

(See attached Leadership Conference PowerPoint for additional information)

Team Building Exercise

The group broke out into smaller groups to discuss items they wish to take away from the Leadership Conference. Those items included:

- Connecting with people
- Purging of records
- Exciting information
- Idea Sharing
- A sense of community
- Planning for the future
- Transparency
- Teamwork
- Providing for the needs of employees and constituents
- Increased knowledge

We are Fairfield County & Circle of Safety Video

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Ms. Brown and Ms. Cordle introduced the concept of the Circle of Safety.

The following TED Talk was viewed:

https://www.ted.com/talks/simon_sinek_why_good_leaders_make_you_feel_safe?language=en

Each department was provided a copy of Leaders Eat Last to take back and review in departmental meetings with the desire to reinforce the concepts a part of Fairfield County organizational culture.

Human Resources/Risk Management Concepts

Mr. Porter provided a review of the upcoming health benefit plan changes. While the county will become self-insured, employees will see little disruption to their coverage. Topics discussed included why the county decided to establish its own program; the employee benefits survey; what the change hopes to accomplish; the possibility of a health benefits tax in 2020; rate changes for 2017; keeping the health benefits plan valuable and sustainable; and when employees can sign up.

It was also announced that the county intends to enter into an agreement with Fairfield Medical Center to have a wellness clinic at the Urgent Care building. The wellness clinic will be dedicated to Fairfield County Employees.

Approval of the Human Resources Resolution

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the Human Resources resolution to acknowledge an intent to enter into an agreement by and between the Fairfield County Board of Commissioners and Fairfield Medical Center for the provision of a near-site medical and wellness clinic for Fairfield County employees, beginning in January 2017; see resolution 2016-10.06.a.

Discussion: Mr. Davis stated that when presented with insurance increasing 16% in the next year with even more increases expected in following years, the Commissioners were presented with many options. Some of those options were very drastic with disruptions and major decreases in coverage. The Commissioners were able to come up with a program that controls costs and provides the highest, reasonable level of service. The county remains in litigation regarding the Franklin County Co-op with a dispute of over \$9,000,000. The Commissioners are very happy to avoid a health insurance coverage disaster.

Mr. Levacy appreciated the cooperation with FMC. He added this will be very meaningful for Fairfield County employees. He looks forward to continuing partnership with FMC.

Mr. Janoso thanked the Commissioners for the opportunity. FMC is continuing to serve the community and take care of them when they are healthy and sick. Preventative medicine is a huge aspect of their mission and also a reason for growth in their organization. The collaboration with Fairfield County is very valuable for FMC because if they are not serving the county, someone else will.

The hours of the clinic are to be determined but will be set for what works best for employees. They plan on having some weekend hours as well.

Dr. Vajen added he thought it was great the county was being so proactive and thought they were ahead of the curve in this regard as many businesses will end up doing this as well.

A representative from Fairfield Medical Center noted that Dr. Vajen was original founder of Urgent Care.

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Roll call vote of the motion resulted as follows:

Voting aye thereon: Steve Davis, Mike Kiger, and Dave Levacy

- Dealing with the Problem Employee Training

Mr. Frank Hatfield presented a CORSA presentation on Managing Toxic Employees. The presentation is attached.

- Engineering the Exemplary Employee

Mr. Frank Hatfield presented a CORSA presentation on Engineering Employee Performance. The presentation is attached.

- Emailing & Public Records Requests

Mr. Horacek presented information regarding emailing and public records requests. Topics covered include: whether or not emails are public record; the definition of a "record;" examples of public records; exceptions that may apply; email and the Open Meetings Act; and email tips.

- Security Recommendations & Airport Update

Mr. Kochis' security update included new access cards; new or updated security cameras throughout county buildings; a new parcel scanner (x-ray machine) at the Hall of Justice; new duress alarm system at the Hall of Justice, Administrative Courthouse, and the Amstutz Building; and a new building lockdown system at the Hall of Justice and Pickerington Title Office.

Mr. Kochis' airport project updates included the Wildlife Mitigation Survey (\$11,000 grant funded); precision approach indicator (\$130,000 grant funded); terminal roof refurbishment (\$115,000 locally funded); runway resurfacing project (\$650,000 grant funded); runway edge and end lighting; storm water and vegetation management plan (\$8,000 locally funded thanks to Soil and Water); and parking lot resurfacing (\$53,000 locally funded).

- Budget Update

Ms. Brown provided a budget update including information regarding upcoming budget hearings; budget parameters; planning for the future; and the 3rd quarter budget update.

- Records Center Planning

Mr. Meyer overviewed the plan for using the building purchased on Baldwin Drive as a Fairfield County Records Center. He and Mr. Conrad discussed planning for the transition to that building and gave pointers as to how best prepare records before moving them to the new building. A detailed slideshow is attached.

- Jail Construction

The jail project update is constantly updated at www.ffcjconstruction.com. The total project will be done in a little over a year. They are preparing the site for this winter by getting it "dried in" and should be able to do a lot of indoor work. Half of the roof is up and the windows will have temporary closures. The project will continue throughout the winter. In the spring, they will finish exterior work. They remain on schedule and are through the highest risk portion of the project.

- 2015 Leadership Conference Follow-Up

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The Online Checkbook is live and can be found at www.fairfieldcounty.ohiocheckbook.com. Feedback can be sent to Rachel Elsea at relsea@co.fairfield.oh.us. We continue to pursue a more in-depth transparency site.

A resolution recognizing exemplary customer service will be passed in December. Please send names of those who have gone above and beyond in customer service to Carri Brown or Rachel Elsea so they can be added to the list. Bravos can also be sent through the GEM (Going the Extra Mile) program on the intranet.

- Action Steps & Review

Follow up on items from the last leadership conference was highlighted.

In addition, Ms. Brown highlighted the three main projects that all departments are working on collectively for the future. Those projects are implementation of the health benefit plan, crafting a county wide compensation plan, and putting a new Records Center in place. She asked what other projects have been missed and should be discussed. No other collective projects were brought forth. Ms. Brown asked for people to be in touch with her about their ideas for projects in the future.

Sheriff Phalen mentioned how appreciative he was for the progress of the construction project for the new jail and public safety facility. He and his staff will be coordinating with others on the transition to the new building in 2017.

- Final Comments & Closing Remarks

Mr. Meyer thanked Commissioners and staff for excellent communication.

Ms. Cordle thanked Mr. Meyer, Mr. Conrad, Mr. Vogel and his staff for taking shelving units off JFS hands. She also thanked maintenance staff as they are always helping out.

Adjournment

With no further business, on the motion of Mike and a second of Dave Levacy the Board of Commissioners voted to adjourn at 1:31 p.m.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Mike Kiger and Dave Levacy
Absent: Steve Davis

The next regular meeting for the Board of Commissioners is scheduled for Tuesday, October 11, 2016, at 10:00 a.m.

Motion by:

Seconded by:

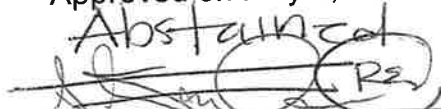
that the October 6, 2016, minutes were approved by the following vote:

YEAS:

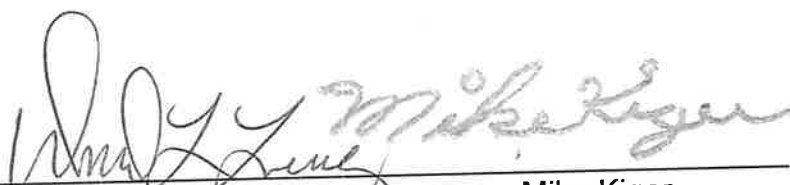
NAYS: None

ABSTENTIONS: None

*Approved on May 5, 2016

Abstained

Steven A. Davis


Dave Levacy


Mike Kiger

**Regular Meeting #44 - 2016
Fairfield County Commissioners' Office
October 6, 2016**

Commissioner

Commissioner

Commissioner


Rachel A. Elsea, Clerk



A G E N D A

B O A R D O F C O M M I S S I O N E R S

Commissioners:
Steven A. Davis
David L. Levacy
Mike Kiger

County Administrator
Carri L. Brown

Clerk
Rachel A. Elsea

Leadership Conference – We are Fairfield County

October 6, 2016, 8:00 a.m. – 2:30 p.m.
Fairfield Medical Center Assembly Rooms

Purpose Statement:

The purpose of the Leadership Conference is for county leaders to further the mission of Fairfield County, learn about leadership concepts, and evaluate current topics of common interest.

AGENDA

8:00 a.m.	Welcome & Breakfast Announcements Team Building Exercise	Commissioners Carri Brown Rachel Elsea
8:30 a.m.	United Way Presentation	Susan Stoughton
8:45 a.m.	We are Fairfield County Circle of Safety	Carri Brown Aunie Cordle
9:00 a.m.	Human Resources/Risk Management Concepts	Jeff Porter
9:30 a.m.	Dealing with the Problem Employee	Frank Hatfield
10:15 a.m.	Break	
10:30 a.m.	Engineering the Exemplary Employee	Frank Hatfield
11:30 a.m.	Emailing & Public Records Requests	Joshua Horacek
12:00 p.m.	Lunch	
12:30 p.m.	Security Recommendations & Airport Update	Jon Kochis
12:45 p.m.	Budget Update a. Budget Hearings b. Budget Parameters c. Planning for the Future	Carri Brown

S E R V E • C O N N E C T • P R O T E C T



AGENDA

BOARD OF COMMISSIONERS

Commissioners:

Steven A. Davis
David L. Levacy
Mike Kiger

County Administrator

Carri L. Brown

Clerk

Rachel A. Elser

- 1:00 p.m. 2015 Leadership Conference Follow-Up
- a. Online Checkbook
 - b. Branding & New Logo
 - c. Leadership Topic & Customer Service

All Participants

1:15 p.m. Records Center Planning

Branden Meyer
Mark Conrad

1:45 p.m. Jail Construction

Dennis Keller

2:00 p.m. Action Steps & Review

All Participants

2:15 p.m. Final Comments & Closing Remarks

All Participants

Adjourn

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United Way Presentation

- Welcome Susan Stoughton from United Way
- Live United!
- Participation in the auction and cookout yielded a donation of more than \$1,500!
- Your payroll deduction is greatly appreciated.
- Your volunteerism & advocacy are greatly appreciated!
- Together we are making a difference. [Video](#)

GIVE. ADVOCATE. VOLUNTEER.
LIVE UNITED 



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Welcome

- Purpose Statement
- General Announcements
- [Civility Video](#)
- Icebreaker/Teambuilding



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We are Fairfield County



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Circle of Safety

Simon Sinek TED Talk



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Human Resources Update

- Timekeeping
- DOL rule
- Insurance Benefits
- Workers Compensation
- Trainings
- Wellness
- Update – Flu Shots



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Fairfield County Health Benefits Plan 2017



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Fairfield County has elected to create its own health benefits plan.

- The new plan begins January 1, 2017
- UHC continues as our medical and pharmacy provider
- Dental coverage will be provided by Delta Dental -More providers covered
- Vision coverage continues with VSP -No changes
- Guardian will provide life insurance



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Why did we decide to establish our own health benefits program?

- Our current health benefit offerings from Franklin County Cooperative ("Cooperative") are projected to increase anywhere from 8-16% in 2017.
 - Cooperative was considering elimination of coverage for spouses
 - Cooperative was considering increasing rates for tobacco users



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Employee Benefits Survey

- 85% of our employees were satisfied with their benefits
- Employees were split on the issue of how to address projected increases in the cost of care
 - 58% favored higher premium contributions
 - 42% favored higher deductibles, co-pays and co-insurance
- Medical and Rx drug coverage were rated as the most important benefit offerings by most employees



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What do we hope to accomplish with the change?

- Establish a long term plan to:
 - Improve the health of our employees
 - Protect rate stability and the sustainability of our benefit offerings
 - Renew our focus on employee wellness and connect our employees with more localized programs
 - Address future concerns with the Affordable Care Act or any future federal regulations



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Beginning in 2020 Health Benefits Could Be Taxed

- Up to 40 percent tax on health benefits plans valued over:
 - \$10,200 single \$27,500 family
 - Tax impacts employer and employee
- The cost of the 2017 Cooperative plan may already be over the taxable limits
- Fairfield moved to our own plan to take steps to avoid impact of the tax



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2017 Rates

- We will experience a 2% increase over last year's rates...
- Single coverage \$2.36 more per month than last year
- Family coverage \$5.66 more per month than last year



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Changes are Minimal and Measured

<u>Benefit Description</u>		<u>Previous</u>	<u>New</u> <u>January 1, 2017</u>
Carrier		UHC	UHC
Deductible	Individual	\$200	\$200
	Family	\$500	\$400
Office Copay	PCP	\$20	\$15
	Tier 1 Specialist	\$20	\$15
	Non-Tier Specialist	\$40	\$30
Coinsurance		100%	90%
Out of Pocket Maximum	Individual	\$600	\$1,250
	Family	\$1,500	\$2,500
ER Copay		\$150	\$150
Urgent Care Copay		\$20	\$20
Pharmacy Copay	Retail	\$5/25/50	\$4/25/50
	Mail Order	\$12.50/62.50/12.50	\$10/50/100
Pharmacy Out of Pocket Maximum	Individual	\$4,000	\$2,500
	Family	\$10,000	\$5,000



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Keeping the Health Benefits Plan Valuable and Sustainable

- Changes to co-insurance and maximum out of pocket allow us to reduce plan cost and stay under Cadillac Tax limits
- Maintains coverage with existing carriers and adds enhancements
- Improve wellness offerings



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When Do I Sign Up?

- Open Enrollment for the Fairfield County Health Benefits Plan will be from October 17th through the 28th
- Enrollment meetings will be scheduled during and provider representatives will be onsite
- HR will be available to help during the enrollment process and additional information will be forthcoming
- The new plan begins January 1, 2017



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Risk Management

We are Fairfield County



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Risk Management

- Cooperative effort
- Budgeting and Chargebacks

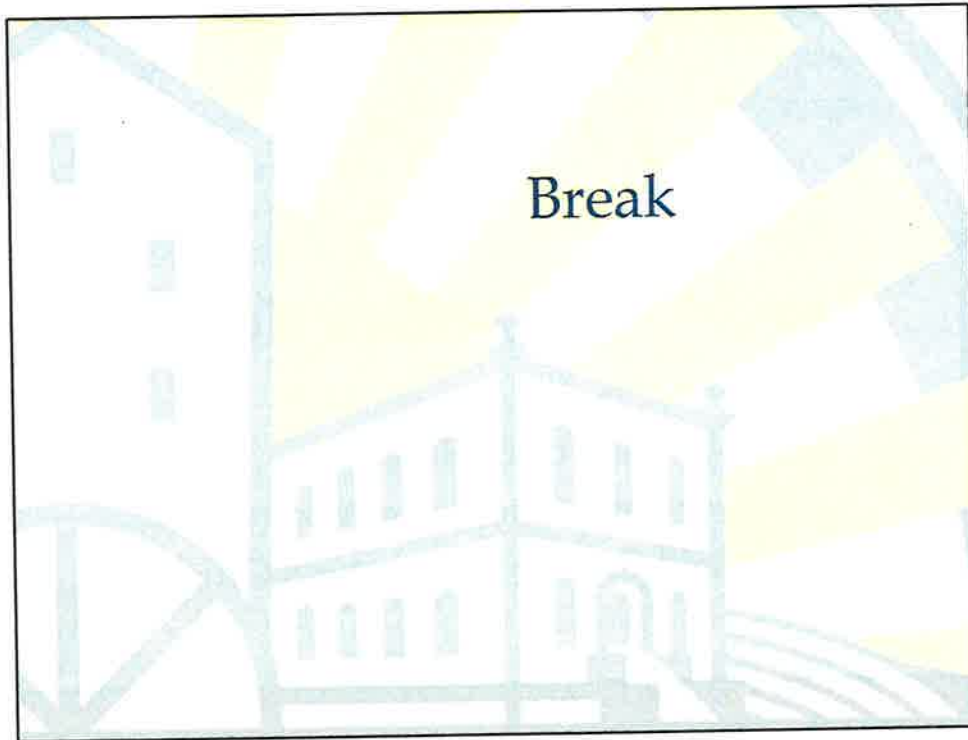


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Dealing with the Problem Employee Training



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Engineering the Exemplary Employee



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Private Email/Public Records

Joshua S. Horacek
Assistant Prosecuting Attorney
Fairfield County Prosecutor's Office



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Are emails public records?

- Maybe...
 - What makes an item a public record is its *content*, not the medium
 - If an email meets the three-part test for records, then it is a public record



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Definition of a “record”

- Record “includes any document, device, or item, regardless of physical form or characteristic, including an electronic record..., created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.”



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Definition of a record

- Any document, device, or item, regardless of physical form or characteristic, including an electronic record
 - Something that contains information in fixed form
 - Email contains information in a fix form -
Email would almost always meet this prong



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Definition of a record

- Created, received by, or coming under the jurisdiction of a public office
 - Email From or email To
 - Public email addresses:
JSHoracek@co.fairfield.oh.us
 - Private email addresses:
ambulance_chaser1@yahoo.net



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Definition of a record

- Serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office
 - Construe broadly, but with limits



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Practical examples

- | | |
|---|---|
| <ul style="list-style-type: none"> • Example 1 <ul style="list-style-type: none"> – FROM the private account of Board Member X – TO the private account of Board Member Y – Discussing why Board Member X chose to vote the way he did at last night's meeting | <ul style="list-style-type: none"> • Example 2 <ul style="list-style-type: none"> – FROM the private account of a county resident – TO the private account of County Commissioner – Discussing inappropriate behavior of county employee |
|---|---|



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Practical examples

- Example 3
 - FROM the public account of Deputy County Treasurer
 - TO the private account of Deputy County Treasurer's Aunt
 - Discussing meeting for lunch next week
- Example 4
 - FROM the public account of Commissioner X
 - TO the public account of Commissioner Y
 - Discussing the score of the last Buckeyes game



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Practical examples

- Example 5
 - FROM the private account of Deputy County Engineer
 - TO private account of Deputy Auditor
 - Congratulating Auditor on a new baby and asking whether invoices to township were paid
- Example 6
 - FROM the public account of deputy sheriff
 - TO the public account of another deputy sheriff
 - Making racial slurs against a third deputy sheriff



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Other exceptions may apply

- Just because an email constitutes a public record, it may be exempt from disclosure based on exceptions to the public records law.
 - E.g. attorney-client privilege



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Other email considerations...

Don't forget about the open-meetings act

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Email and the Open Meetings Act

- Interplay of Email and the Open Meetings Act was recently addressed by the Supreme Court of Ohio
- "R.C. 121.22 prohibits any private prearranged discussion of public business by a majority of the members of a public body regardless of whether the discussion occurs face to face, telephonically, by video conference, or electronically by e-mail, text, tweet, or other form of communication."



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Email and the Open Meetings Act

- Exact question addressed was "whether an e-mail discussion by a majority of the members of a public body for the purpose of drafting a response to an editorial that is subsequently ratified at a public meeting qualifies as a meeting for purposes of R.C. 121.22."



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Email and the Open Meetings Act

- The fact that the discussion in this case occurred through a series of e-mail communications does not remove that discussion from the purview of R.C. 121.22.
- The distinction between serial in-person communications and serial electronic communications via e-mail for purposes of R.C. 121.22 is a distinction without a difference because discussions of public bodies are to be conducted in a public forum, and thus, the Court concluded that discussion of the public business of a public body by a majority of its members through a series of private e-mail communications is subject to R.C. 121.22.



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Email and the Open Meetings Act

- Serial e-mail communications by a majority of board members regarding a response to public criticism of the board may constitute a private, prearranged discussion of public business in violation of R.C. 121.22.



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Email tips

- Have separate emails for public business and private business - TRY NOT TO MIX THE TWO
- Put notice of email that email sent FROM and TO a township employee may be public
 - “This message, and any response to it, may constitute a public record available for inspection to any person pursuant to R.C. 149.43. This transmission is intended only for the intended recipient(s). If you have received this e-mail in error, please notify the sender by e-mail at the address above.”



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Email tips

- If multiple board members are included on a email, that email should be used only to convey information NOT FOR DISCUSSION.
- If you have questions, consult your legal counsel



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Security Recommendations

Jon Kochis

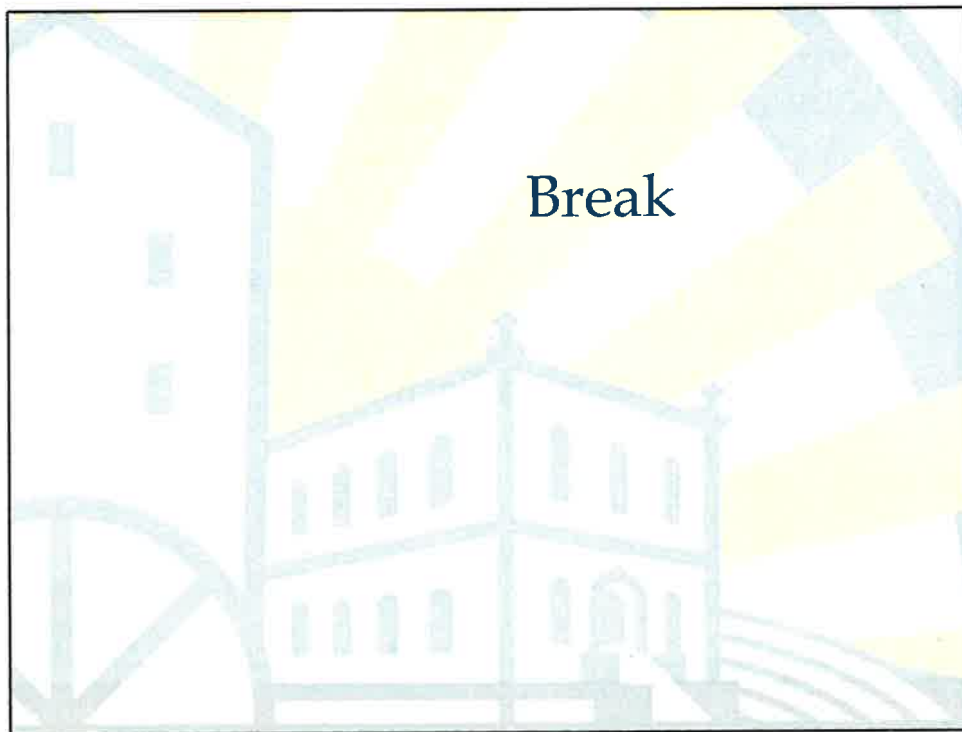


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Airport Update



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Budget Update

Carri Brown



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Budget Hearings

- Voluntary
- Positive discussion, evaluation, and justification
- Confirm dates with Rachel



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Budget Parameters

- Predict a 2% increase in salaries, calculating the 2% as an increase over existing salary paid
 - Expenditures extrapolated for a 12 month period
 - Include no new employees added to your current table of organization
 - We will provide an update on the estimate for health insurance as soon as possible
- Allocations to special revenue funds & agencies should be held flat, with parameters taken into account
- More information to come about health insurance

Elected officials and department heads presenting proposals that are outside of the parameters can use the template provided last year to justify their proposals.



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Planning for the Future

- Revenues and expenditures are in line with projections
- 5 year plan shows carryover of the general fund ranging from \$11 - \$14 M, outside of encumbrances
- Thanks for the attention to encumbrances
- Consistent with bond rating presentation
- "Aa2" (double-A-two) credit rating from Moody's
- The "Aa2" rating is an excellent credit score. It means that the County has strong credit and a strong capacity to meet financial obligations
- Consistent with capital project plans, the major project of building a jail and public safety facility, and the communicated parameters
- Budget presentations held quarterly



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2015 Leadership Conference

Debriefing of Action Steps



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Online Checkbook

- Live in April 2016
- Send questions and feedback to Rachel Elsea by the end of October



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Branding



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Leadership Topic – Customer Service

- BRAVOS!
- Recognition by the Board of Commissioners –
(December 13)
- Going the Extra Mile!



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Records Center Planning

Branden Meyer
Mark Conrad



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Records Center Planning

- The Records Center is not just a place to store stuff.
- It is a place to store records with the goals of keeping the records safe, available, and organized.



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Jail Construction

<http://www.ffcjconstruction.com/>



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Future Action Steps

- Suggestions for future workgroups



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Special Dates & Reminders

- 2016 dates (flyer)
- A tentative schedule for 2017 is also available



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Closing Remarks

- Around the horn
- Thank you for attending!
- Adjourn



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HEALTH BENEFITS PLAN

As previously announced, effective 1/1/2017 we will be adjusting our current benefit offerings. Below you will find a brief summary of some changes that will be made to the medical plan. We will remain with UHC and your network of providers will not change. Please note that this is simply a summary, more detailed information will be provided in the coming months.

Open enrollment will be held from October 17th through October 28th. At this time, representatives from UHC will be on site and available to answer any questions or concerns you might have. Dates and times will be announced shortly.

<u>Benefit Description</u>		<u>Previous</u>	<u>New January 1, 2017</u>
Carrier		UHC	UHC
Deductible	Individual	\$200	\$200
	Family	\$500	\$400
Office Copay	PCP	\$20	\$15
	Tier 1 Specialist	\$20	\$15
	Non-Tier Specialist	\$40	\$30
Coinsurance		100%	90%
Out of Pocket Maximum	Individual	\$600	\$1,250
	Family	\$1,500	\$2,500
ER Copay		\$150	\$150
Urgent Care Copay		\$20	\$20
Pharmacy Copay	Retail	\$5/25/50	\$4/25/50
	Mail Order	\$12.50/62.50/125	\$10/50/100
Pharmacy Out of Pocket Maximum	Individual	\$4,000	\$2,500
	Family	\$10,000	\$5,000

For more information, please contact Human Resources:

Jeff Porter - jporter@co.fairfield.oh.us - 740-652-7895
 Jay Shepherd - jshepherd@co.fairfield.oh.us - 740-652-7894
 Cassie Strickler - cstrickler@co.fairfield.oh.us - 740-652-7893
 Justin Grant - justin.grant@fairfieldcountyohio.gov - 740-652-7898

Fairfield County Health Benefits Plan
 210 East Main Street • Room 106 • Lancaster, Ohio 43130 • (740) 652-7895 www.fairfieldcountyohio.gov

**REGULAR MEETING #44 - 2016
FAIRFIELD COUNTY COMMISSIONERS' OFFICE
OCTOBER 06, 2016**

AGENDA FOR THURSDAY, OCTOBER 06, 2016

8:00 AM

Leadership Conference

Regular Meeting

Pledge of Allegiance

Announcements & Public Comments

Human Resources

2016-10.06.a

A resolution regarding an intent to enter into a contract with Fairfield Medical Center regarding an Employee Wellness Clinic. [Commissioners]

The next Regular Meeting is scheduled for Tuesday, October 11, 2016 at 10:00 a.m.

Leadership Conference (continued)

Adjourn

A resolution to authorize the Board President to join the County Auditor in signing a letter to communicate about the use of technology in 2017 for timekeeping processes

WHEREAS, The Fairfield County Auditor and Fairfield County Commissioners collaborate on the use of technology to improve efficiency and effectiveness, and

WHEREAS, implementation of a technological tool for timekeeping is expected to improve efficiency in timekeeping processes and effectiveness in compliance with the Fair Labor Standards Act, and

WHEREAS, a new tool is expected to be implemented in 2017 beginning on or about April 2017, and

WHEREAS, there is a need to provide information to all elected officials and department heads about the implementation plan as soon as possible to highlight that the use of the tool will be required for all departments with employees who are paid under a County Auditor warrant;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. The Board President is authorized to join County Auditor Jon Slater in signing a letter about timekeeping processes, with an implementation of new technology expected in 2017.

Section 2. The Clerk for the Board of Commissioner will distribute the letter by email to all elected officials and department heads.

To: All Elected Officials and Department Heads

From: County Auditor Jon Slater & County Commissioner Dave Levacy, Board President

Date: September 7, 2016

Subject: TimeKeeping Processes – Executime Implementation April 2017 forward

In 2016, we have collectively made progress on the goal of making the timekeeping process more efficient and compliant with the Fair Labor Standard Act. Thank you for your collaboration and work you have completed thus far.

A new automated tool, known as Executime, is anticipated to become available to us through Tyler Technologies (owner of MUNIS, our accounting system) beginning in April of 2017. Because Executime brings flexibility and enhanced functionality, we will be converting to Executime for all departments. The conversion process will be completed during 2017 and will be conducted in phases. You will receive regular updates on the conversion plan.

For departments that have completed the implementation of TimeClock +, such as the County Auditor, Developmental Disabilities, Board of Elections, the Dog Adoption Center & Shelter, and the Multi-County Juvenile Detention Center, they will continue to use TimeClock+ until the later phases of Executime implementation. The County Engineer and County Sheriff will also be implemented in the later phases of Executime implementation.

Beginning in April of 2017 (or about that time), departments other than those listed above, will receive an implementation schedule for conversion to Executime.

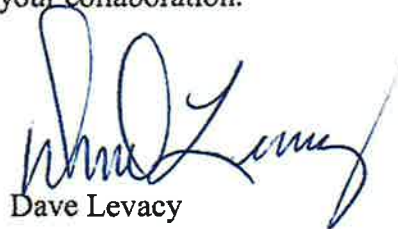
In the meantime, if your department is not using TimeClock+, all employees eligible for overtime should reflect actual "time in and time out" - including lunch but not breaks- on their timesheets. Overtime exempt employees should continue to use the certification form to document their hours.

If you have any questions about this plan, please contact either of us. Again, you will receive updates over time. The purpose of this letter is to notify every one of the plan to implement technology for timekeeping. Again, thank you for your collaboration.



Jon Slater

County Auditor



Dave Levacy

County Commissioner, Board President

Resolution No. 2016-09.06.h

A resolution to authorize the Board President to join the County Auditor in signing a letter to communicate about the use of technology in 2017 for timekeeping processes

(Fairfield County Commissioners)

Upon the motion of Commissioner Steven A. Davis, seconded by Commissioner Mike Kiger, this resolution has been Adopted:

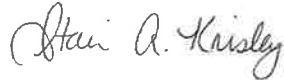
Voting:

David L. Levacy, President	Aye
Steven A. Davis, Vice President	Aye
Mike Kiger	Aye

Board of County Commissioners
Fairfield County, Ohio

CERTIFICATE OF CLERK

It is hereby certified that the foregoing is a true and correct transcript of a resolution acted upon by the Board of County Commissioners, Fairfield County, Ohio on the date noted above.



Staci Knisley, Acting Clerk
Board of County Commissioners
Fairfield County, Ohio



Email Etiquette



While is Email Etiquette Important?

- We interact often with emails.
- Technology makes this a fast process.
- Without immediate feedback from the reader, it's easy to be misunderstood.
- Email is still formal correspondence.
- It is often accessible public records.



SERVE • CONNECT • PROTECT

The Basics

- **Think twice** about whether or not the content of your email is appropriate for virtual correspondence – once you hit “send,” anyone might be able to read it.
- Use a professional font.
- Be cautious about sending personal information.
- Don't use jokes or sarcasm with emails.



SERVE • CONNECT • PROTECT

Subject

- Should be meaningful
- Should give your reader an idea of the content of the email (allows focus)
- Should be appropriate, because anyone can look at the subject, even if the recipient choose not to open the message
 - Example: *Budgeted Expenses for October*
- When changing the subject, state a new message



SERVE • CONNECT • PROTECT

Responding

- Respond in the same time frame you would respond with a phone call
- Be conscious of responding to the sender or "Reply to All"
 - Do not overuse "Reply to All"
- Don't expect an immediate response



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Tone

- Write in a positive tone.
- “**When** I complete the assignment” versus “**If** I complete the assignment.”
- Use smiles ☺, winks ;-), and other graphical symbols sparingly
- It is okay to use contractions
- Use “please” and “thank you”



SERVE • CONNECT • PROTECT

Content

- Check your grammar and spelling
- Use proper structure and layout
- Be efficient
 - Emails that get to the point are much more effective.
- Address all questions or concerns to avoid delays
- Read the email before you send it
- Pls don't abbrvt
- Try to keep the email brief (one screen length)



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Content Don'ts

- Use sarcasm or jokes.
- Respond if you are upset.
- Attach unnecessary files.
- Use ALL CAPS.
- Leave out the message thread.
- Use long sentences.



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Attachments

- When you are sending an attachment, include in the email the filename and what it contains
 - Attached: "Project3Proposal.doc" with my proposal
- Consider sending files in rich text format (rtf) or portable document format (pdf) to ensure compatibility.
- Be aware attachments can carry viruses



SERVE • CONNECT • PROTECT

Signature

- Identify yourself.
- Keep it short.

A stylized, cursive handwritten signature that reads "John Hancock". The signature is written in black ink and features a large, sweeping loop at the end.

SERVE • CONNECT • PROTECT

Spam

- Don't reply to spam.
- Replying confirms that the address is "live."



SERVE • CONNECT • PROTECT

Questions?

- Check with your supervisor anytime.
- Talk about email topics in team meetings.



SERVE • CONNECT • PROTECT

Fairfield County Airport

2016 Projects

- ❖ Wildlife Mitigation Survey (\$11,000, grant funded)
A study of wildlife hazards at the Airport and recommendation of mitigating wildlife issues
- ❖ Precision Approach Path Indicator (\$130,000, grant funded)
Too High, Too Low indicator for incoming air traffic
- ❖ Terminal Roof Refurbishment (\$115,000, locally funded)
Updating the original terminal circa 1969
- ❖ Runway resurfacing project (\$650,000, grant funded)
Overlay of 5,000 feet of runway
- ❖ Runway Edge and End lighting
New LED lighting will be brighter and more energy efficient
- ❖ Storm water and Vegetation Management Plan (\$8,000, locally funded, Thanks Soil and Water!)
Provided by Fairfield County Soil and Water, this study provides us a clear picture of our storm water and what action need to be taken if there were ever a contamination
- ❖ Parking Lot Resurfacing (\$53,000, locally funded)
Parking lot and drive access that is strangely ineligible for FAA grants.

Fairfield County Security 2016 Projects

- ❖ New Access Cards

Standardized access cards across the entire county enable greater security from lost or stolen cards and an opportunity to audit expired users

- ❖ New or Updated Security Cameras throughout County Buildings including; Government Service Center, ...

New cameras and organization of views to cover more area and provide better clarity to both indoor and outdoor areas around these

- ❖ New Parcel Scanner(X-ray) at the Hall of Justice

Updated machine replace one that was several years past its prime and difficult to repair.

- ❖ New Duress Alarm system at the HOJ/Courthouse/Amstutz Building

The Duress system is wireless and is received by any Deputy within range. This system provides quick communication of the location of the hazard to all Deputies, not just ones who are normally in the area.

- ❖ New Building Lockdown System at HOJ and Pickerington Title Office

Enables the HOJ Deputy to lock all the doors of the building with the push of a button. Law Enforcement continues to have access but prevents others from moving into or throughout the building in an emergency.

2016 Budget Hearings

Anticipate passage at Dec. 13
Regular Meeting.

As of 10.3.16

Time	Thursday, October 20, 2016	Thursday, October 27, 2016	Thursday, November 3, 2016	Thursday, November 10, 2016
8:30-9:00	Juvenile/Probate Court			
9:00-10:00	Economic Development (9:00) Dog Shelter (9:30)			
10:00-10:30	Sheriff	Prosecutor	Auditor (10:00-10:20) GIS (10:20-10:25) Real Estate (10:25-10:30)	Veterans Service Commission
10:40-10:55		EMA	IT	Board of Elections
11:00-11:15		Facilities	Regional Planning Commission	OSU Extension
11:20-11:35		Municipal Clerk	Recorder	Engineer
11:40-12:30	Lunch	Lunch	Lunch	Lunch
12:30-1:00				
1:00-1:30		Treasurer	Municipal Judges	Clerk of Courts
1:40 - 1:55		Domestic Relations Court	Soil & Water	
2:00-2:15	Utilities	JFS	Human Resources	
2:20-2:50			Common Pleas Court	
2:55 - 3:15				
	Tuesday - October 25th Coroner - 11 a.m.			

2016 SCHEDULE FOR CY 2017 BUDGET

Wednesday, April 6, 2016	Letter from the Board of Commissioners setting parameters for 2017 Budget – LEVEL 1 IS OPEN IN MUNIS FOR DATA ENTRY
Monday, May 2, 2016	LEVEL 1 ACCESS ENDS
Thursday, June 16, 2016	Send notice to Eagle Gazette & This Week News/Pickerington to advertise Public Hearing – Commissioners Office
Wednesday, June 22, 2016	LEVEL 2 ACCESS ENDS (last access for Tax Budget)
Thursday, June 23, 2016	Commissioners will file proposed Tax Budget with County Auditor
Thursday, June 23, 2016	Hearing advertised in Lancaster Eagle Gazette & This Week News
Wednesday, July 6, 2016	Commissioners' Public Hearing @ 9:00 a.m. for the Tax Budget – Commissioners' Hearing Room
Tuesday, July 12, 2016	Commissioners' by resolution adopt Tax Budget
Wednesday, July 13, 2016	Submit adopted Tax Budget to County Auditor - (by the 20 th of July per ORC 5705.30)
August 2016 (TBD)	Budget Commission Hearing for Tax Budget
August 2016 (TBD)	Budget Commission will authorize amount and rates for the necessary tax levies to the County Auditor
August 2016 (TBD)	The Budget Commission will certify the Tax Budget (by September 1 st – ORC 5705.27)
Friday, September 2, 2016	LEVEL 3 ACCESS ENDS – last time for General Fund departments to make changes to their requests by data entry
Tuesday, September 6, 2016	Check carryover purchase orders and cash – review the reduction and cancellation of prior year & current year purchase orders
Thursday, October 6, 2016	County Leadership Conference @ DD Regional Office in Pickerington
October 20 – November 17 (later dates TBD if necessary)	Budget Hearings
Monday, November 28, 2016	LEVEL 4 ACCESS ENDS – final time for outside fund departments to make changes to their requests by data entry
December 13, 2016	Appropriation Measure for 2017 -target date of adoption on Dec 13 th and the 20 th as a back-up date

April 6, 2016

Dear Elected Officials and Department Heads:

Level 1 Access for Budget Entry Begins Today!

Today marks the first day of the 2017 budget planning period. Level 1 access for entering data into MUNIS for 2017 is now open. This is the first step in the preparation of the tax budget, which sets the foundation for the county appropriation measure. This appropriation measure, or 2017 budget, will be approved in December, 2016.

Budget Parameters for General Fund Expenditures Are Provided

As it is early in the process, there is uncertainty surrounding the estimates for revenues and expenditures. The following parameters give guidance for general fund expenditures:

- Predict a 2% increase in salaries, calculating the 2% as an increase over existing salary Expenditures extrapolated for a 12 month period
Note: The 2% increase in salaries should not be considered a cost of living increase; it is an increase that the Board of Commissioner promotes as performance-based, as the elected officials and department heads evaluate and determine.
- Include no new employees added to your current table of organization
- Estimate an 8% increase in health insurance expenditures, calculating the 8% increase over the existing health expenditures extrapolated for a 12 month period
- Allocations to special revenue funds and agencies should be held flat

Elected officials and department heads presenting proposals that are outside of the parameters should be prepared to justify their proposals. Please contact me if you need additional information or a template to help with justification. Further, budgets for funds other than the general fund should be justified with the most current information available at the departmental level.

For more information, please see the attached guidance. As more information is known, it will be provided to all departments.

Wednesday, June 22, is the Deadline for the Tax Budget

While the Level 1 access begins today, the critical step for the Tax Budget is Level 2, which must be completed by all departments by Wednesday, June 22. Please mark your calendar now for this deadline. The list of deadlines through the end of 2016 was emailed on March 3, 2016. It is attached.

For those new to the process, please know that data entered into MUNIS at a lower level automatically moves to the subsequent level, yet you have opportunity to make changes prior to the deadlines that are noted. For example, data from Level 1 automatically move to Level 2, until Level 2 closes on Wednesday, June 22. Level 2 data then move to Level 3, and so forth.

Additional Information – Helpful Hints & Budget Hearings

- As a helpful hint, rounding numbers to the nearest dollar is a recommended practice because this helps to avoid low value resolutions before the Board of County Commissioners.
- Please remember that at the fund level, the total estimated expenditures may not exceed the sum of the estimated carry over cash and estimated revenues.
- This year, as has been the practice in the past, there will be voluntary departmental budget hearings before the Board of County Commissioners. Please contact Rachel Elsea, relsea@co.fairfield.oh.us if you do not know your scheduled date or need to change the date.
- If you would like to schedule a pre-hearing conference or need more information regarding the parameters or procedures, please call me or email me at cbrown@co.fairfield.oh.us
- As a final reminder, if you are proposing a project to receive a grant that is in the name of the County Commissioners or requires a grant match, please be sure to be in touch with me for informational purposes and discuss parameters surrounding grant projects.

Thank you for your time and effort in preparing your estimates for 2017.

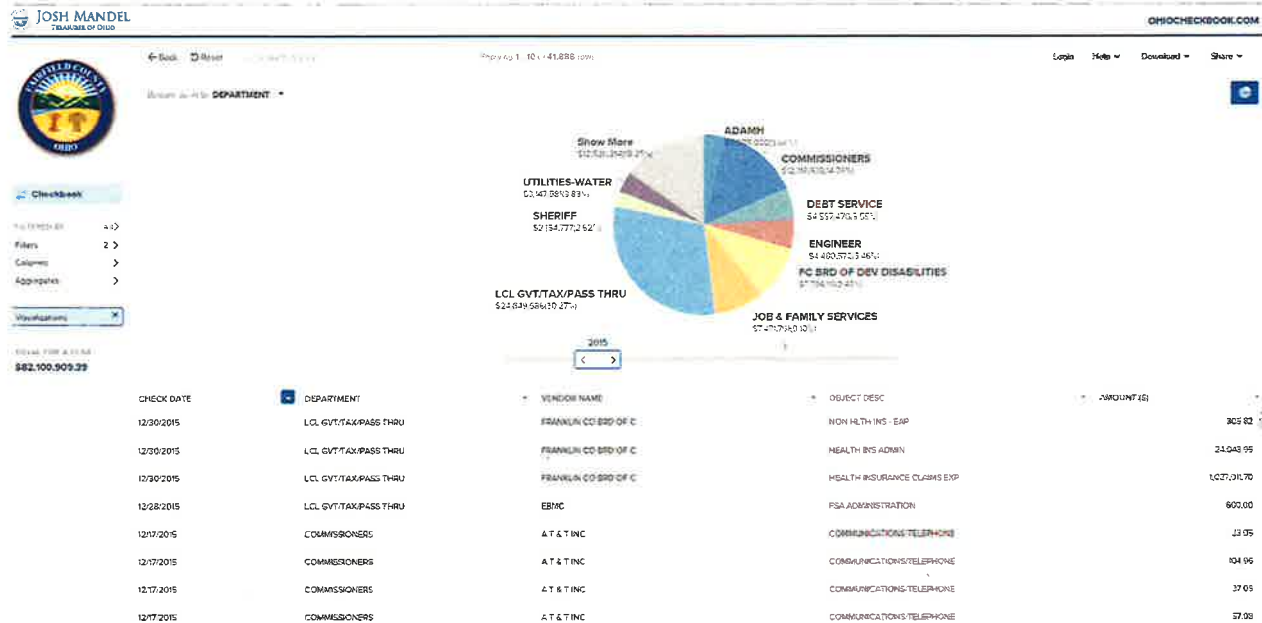
Kindest regards,


Carri Brown

County Administrator



Fairfield County's Online Checkbook is live!



The checkbook can be accessed at
www.FairfieldCounty.OhioCheckbook.com

If you have any questions or comments please contact
 Rachel Elsea at relsea@co.fairfield.oh.us

A resolution acknowledging "customer service" as a core value of and recognizing exemplary customer service in Fairfield County government.

WHEREAS, all county departments and agencies face challenges in meeting public demands while operating on restricted budgets, and while simultaneously, there is a desire to improve services and become more transparent to citizens and other stakeholders, and

WHEREAS, county departments and agencies can rise to meet challenges and improve public service by adapting customer service best practices to their own situations, by identifying and striving to meet customer expectations while complying with rules and regulations, and by gaining deeper insight into conditions that have an impact on the departmental or agency mission, and

WHEREAS, the customer experience refers to the real, everyday interactions between departments or agencies and their constituencies, and

WHEREAS, the customer experience is important whether the customer is a citizen, employee, business, agency, or other stakeholder, and

WHEREAS, departments and agencies that deliver superior customer experiences are fulfilling a key aspect of their mission, and

WHEREAS, officials have recognized exemplary customer service within Fairfield County during review sessions of the Fairfield County Commissioners throughout the year.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the Board of County Commissioners formally affirms "customer service" as a core value of Fairfield County.

Section 2. That the Board of County Commissioners encourages county leadership and employees to examine and evaluate best practices to improve service delivery for internal and external customers.

A resolution acknowledging "customer service" as a core value of and recognizing exemplary customer service in Fairfield County government.

Section 3. That the Board of County Commissioners proclaims its appreciation for the exemplary customer service provided by the list of individuals attached, as recognized by "bravos" throughout the review sessions.

Section 4. That the Board of County Commissioners invites all elected officials and department heads to continue the discussion, review, and analysis by participating in regularly scheduled meetings , which will include but are not limited to, quarterly roundtable meetings, of which discussion about the core value of customer service and improving public service will be a standing agenda item.

**2015
BRAVOS**

Adam Barker
AJ Lacefield
Amy McCoy
Andrew Michael Stemen
Ann Torrey
Annette Mash
Auditor's Team
Aunie Cordle
Becca Montgomery
Beth Lane
Board of Elections
Branden Meyer
Brett Lovas
Carri Brown
Carrie Williams
Chase Wood
Christina Foster
Christy Barker
Cindy Hillberry
Clerk of Courts Team
Company Wrench
Connie Crist
Corey Clark
Cyndi Getz
Dan Finck
Dog Adoption Center/Shelter Team
Don Sherman
Donna Foxmoore
EFT Workgroup
Elisa Dowdy
EMA Team
Facilities Team
Gail Beck
GIS
Heather O'Keefe
Holly Mattei
HR Team
Humane Society

IT Department
James Mako
Jason Dolin
JFS Community Service Call Center
JFS Employees
Jodi Smith
Jon Kochis
Jon Picklesimer
Josh Anders
Joshua Horacek
Juvenile Court
Kathleen Uhl
Katie Pearce
Krisit Burre
Laura Holton
Leadership Conference Participants
Leah Armstrong
LeAnna Moyer
Linda Burgoon
Luann Davidson
Mandy Huffman
Mark Conrad
Master Gardeners
Melanie Culbertson
Melissa Bennett
Nikki Schorr
Nora Getz
Pam Barkley
Paula Perkins
Rachel Elsea
Rachel McCoy
Randy Carter
Regional Planning Commission
Roger Donnell
Sarah Kauffman
Scott Zody & Finance Team
Sgt. Hendershot
Sharma Tate
Sharon Hicks
Sheriff's Office
Sophia Stevens

Staci Knisley
Theresa Haynes
Treasurer's Office
United Way Participants
Utilities Team

Resolution No. 2015-12.08.e

A resolution acknowledging "customer service" as a core value of and recognizing exemplary customer service in Fairfield County government

(Fairfield County Commissioners)

Upon the motion of Commissioner David L. Levacy, seconded by Commissioner Mike Kiger, this resolution has been Adopted:

Voting:

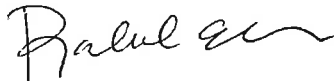
David L. Levacy, President
Steven A. Davis, Vice President
Mike Kiger

Aye
Aye
Aye

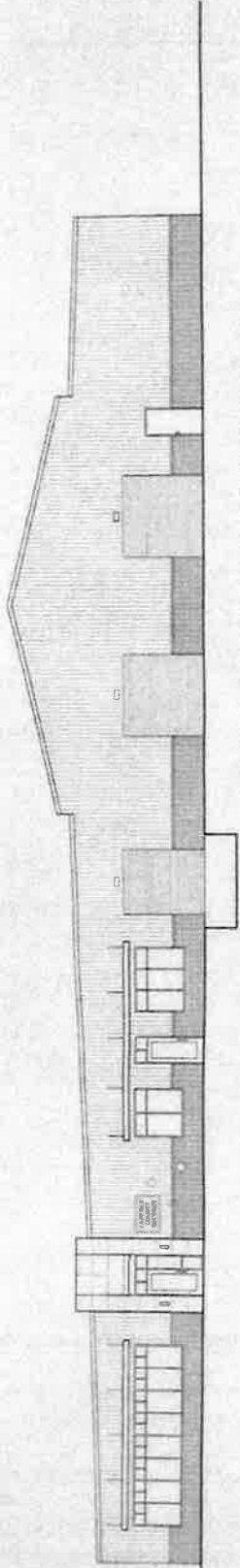
Board of County Commissioners
Fairfield County, Ohio

CERTIFICATE OF CLERK

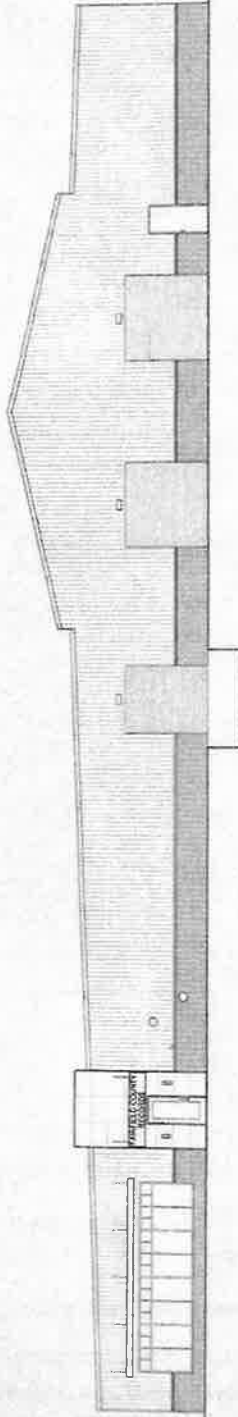
It is hereby certified that the foregoing is a true and correct transcript of a resolution acted upon by the Board of County Commissioners, Fairfield County, Ohio on the date noted above.



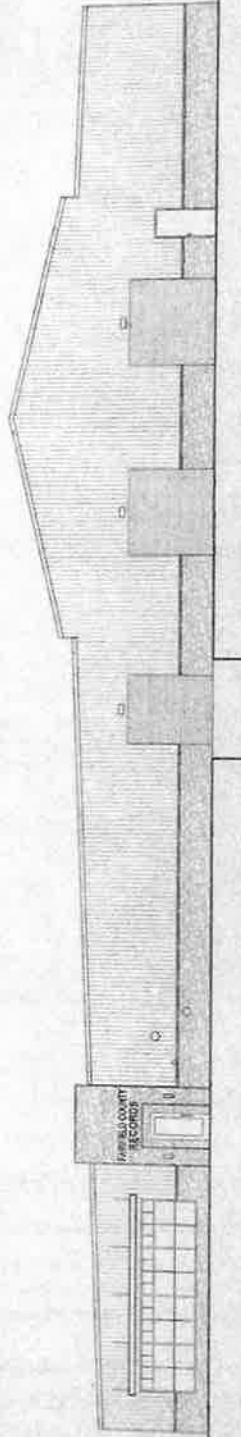
Rachel Elsea
Board of County Commissioners
Fairfield County, Ohio



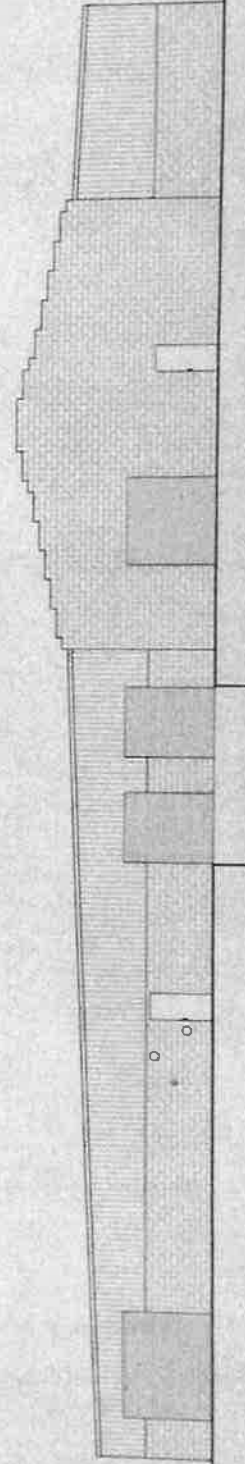
PROPOSED SCHEME 'C'



PROPOSED SCHEME 'B'



PROPOSED SCHEME 'A'



EXISTING WEST ELEVATION
BALDWIN BUILDING REMODELING
VFL ARCHITECTS
1/8" = 1'-0"
8-18-16

The Records Center

Preparing For Use

Revised 2/1/2016 12:08 PM

The Records Center is not:



The Records Center is:

- A place to store records with the goals of keeping the records
 - Safe
 - Available
 - Organized



What is a record?

ORC 149.011 Documents, reports, and records definitions.

- (G) "Records" includes any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in section 1306.01 of the Revised Code, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

What is a record?

ORC 1306.01 Definitions.

- (E) "Electronic" means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.
- (G) "Electronic record" means a record created, generated, sent, communicated, received, or stored by electronic means.
- (M) "Record" means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.


To accomplish these goals

- Only records are accepted for storage.
 - Space is limited.
- Records must be in approved containers.
 - Approved containers maximize the space.
 - Approved containers are shelf stable.
 - Approved containers make it easy to locate records.

To accomplish these goals

- Records must be marked with
 - Originating office
 - Type of record
 - Specific contents
 - Record retention schedule
 - Date of possible destruction
 - Public Access Policy
 - Evacuation level

Example:
 Clerk of Courts Title
 Motor Vehicle Titles
 January 2007-May 2007
 12-00200
 2015
 Not Redacted; Limited
 Public Access



Date of Possible Destruction

- This is just the earliest date that records could be destroyed according to the retention schedule.
- No record will be destroyed just because there is a date of possible destruction on it. An RC-3 form will have to be submitted to the Data Board and approved and a copy attached to the box before destruction can occur.
- *Permanent* is a valid date of possible destruction.

To accomplish these goals

- Records must be marked with a note detailing the public access policy for these records.
- A succinct note can be placed on the box, as indicated in the previous slide.
- A more detailed explanation can be included with a group of records, which will be noted as well and possibly included on the storage shelves.

Evacuation Level

- Evacuation level is a disaster preparedness tool.
- If an emergency requires that records be removed, and if there is time for removal but the time is limited, the evacuation level marks the records in order of evacuation importance.

Evacuation Level

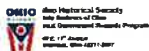
- There are three levels of evacuation:
 - ● **Red**: Remove these records first; they are the most important.
 - ● **Orange**: Remove these records second.
 - ● **Green**: Remove these records last.
- Having records marked in this manner will allow emergency evacuations to occur in a quick and orderly fashion.

Preparing Your Records

- Know your Records Retention Schedule (RC-2)
- All retention schedules can be found on the Fairfield County, Ohio Intranet - Information Technology: Data Board here:

<http://intranet.co.fairfield.oh.us/Dataprocs/data-board.htm>

Preparing Your Records: RC-2



Ohio Department of Public Safety
Ohio Division of State
Ohio Department Research Program

OSD, 177 Avenue
Cincinnati, Ohio 45211-2007

Section A: Local Government Unit

1. Indicate the name of the municipality, county, township, school district, or regional taxing district government entity for which the form is being submitted.

2. Indicate the name of the local government entity, agency, office, or department.

3. The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

4. Complete the phone number and mailing address for the Records Commission, including the county.

5. Indicate the form returned to the Records Commission electronically, outside of email address, if the responsibility of the Records Commission is to be retained in paper form of the agreement form to the departmental official.

6. The Records Commission Chairperson must sign the certification statement before it can be accepted and signed at the Ohio Department of Public Safety.

Section C: Ohio Department of Public Safety - State Records

7. The receiving agent from the Ohio Department of Public Safety must sign and date the form.

8. The receiving agent must sign a Certificate of Records Transfer (RC-2) prior to receipt.

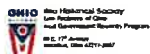
9. They will sign the form and forward it to the Director of State Records.

Section D: Auditor of State

10. The receiving agent at the Auditor of State office will sign the form and return it to the Ohio Department of Public Safety.

Section E: Records Retention Schedule

11. Indicate the number of years for which the records are being retained, for example, 20, 25, 30, 35, 40, 45, 50, 55, 60, 65, 70, 75, 80, 85, 90, 95, 100, 105, 110, 115, 120, 125, 130, 135, 140, 145, 150, 155, 160, 165, 170, 175, 180, 185, 190, 195, 200, 205, 210, 215, 220, 225, 230, 235, 240, 245, 250, 255, 260, 265, 270, 275, 280, 285, 290, 295, 300, 305, 310, 315, 320, 325, 330, 335, 340, 345, 350, 355, 360, 365, 370, 375, 380, 385, 390, 395, 400, 405, 410, 415, 420, 425, 430, 435, 440, 445, 450, 455, 460, 465, 470, 475, 480, 485, 490, 495, 500, 505, 510, 515, 520, 525, 530, 535, 540, 545, 550, 555, 560, 565, 570, 575, 580, 585, 590, 595, 600, 605, 610, 615, 620, 625, 630, 635, 640, 645, 650, 655, 660, 665, 670, 675, 680, 685, 690, 695, 700, 705, 710, 715, 720, 725, 730, 735, 740, 745, 750, 755, 760, 765, 770, 775, 780, 785, 790, 795, 800, 805, 810, 815, 820, 825, 830, 835, 840, 845, 850, 855, 860, 865, 870, 875, 880, 885, 890, 895, 900, 905, 910, 915, 920, 925, 930, 935, 940, 945, 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1790, 1795, 1800, 1805, 1810, 1815, 1820, 1825, 1830, 1835, 1840, 1845, 1850, 1855, 1860, 1865, 1870, 1875, 1880, 1885, 1890, 1895, 1900, 1905, 1910, 1915, 1920, 1925, 1930, 1935, 1940, 1945, 1950, 1955, 1960, 1965, 1970, 1975, 1980, 1985, 1990, 1995, 2000, 2005, 2010, 2015, 2020, 2025, 2030, 2035, 2040, 2045, 2050, 2055, 2060, 2065, 2070, 2075, 2080, 2085, 2090, 2095, 2100, 2105, 2110, 2115, 2120, 2125, 2130, 2135, 2140, 2145, 2150, 2155, 2160, 2165, 2170, 2175, 2180, 2185, 2190, 2195, 2200, 2205, 2210, 2215, 2220, 2225, 2230, 2235, 2240, 2245, 2250, 2255, 2260, 2265, 2270, 2275, 2280, 2285, 2290, 2295, 2300, 2305, 2310, 2315, 2320, 2325, 2330, 2335, 2340, 2345, 2350, 2355, 2360, 2365, 2370, 2375, 2380, 2385, 2390, 2395, 2400, 2405, 2410, 2415, 2420, 2425, 2430, 2435, 2440, 2445, 2450, 2455, 2460, 2465, 2470, 2475, 2480, 2485, 2490, 2495, 2500, 2505, 2510, 2515, 2520, 2525, 2530, 2535, 2540, 2545, 2550, 2555, 2560, 2565, 2570, 2575, 2580, 2585, 2590, 2595, 2600, 2605, 2610, 2615, 2620, 2625, 2630, 2635, 2640, 2645, 2650, 2655, 2660, 2665, 2670, 2675, 2680, 2685, 2690, 2695, 2700, 2705, 2710, 2715, 2720, 2725, 2730, 2735, 2740, 2745, 2750, 2755, 2760, 2765, 2770, 2775, 2780, 2785, 2790, 2795, 2800, 2805, 2810, 2815, 2820, 2825, 2830, 2835, 2840, 2845, 2850, 2855, 2860, 2865, 2870, 2875, 2880, 2885, 2890, 2895, 2900, 2905, 2910, 2915, 2920, 2925, 2930, 2935, 2940, 2945, 2950, 2955, 2960, 2965, 2970, 2975, 2980, 2985, 2990, 2995, 3000, 3005, 3010, 3015, 3020, 3025, 3030, 3035, 3040, 3045, 3050, 3055, 3060, 3065, 3070, 3075, 3080, 3085, 3090, 3095, 3100, 3105, 3110, 3115, 3120, 3125, 3130, 3135, 3140, 3145, 3150, 3155, 3160, 3165, 3170, 3175, 3180, 3185, 3190, 3195, 3200, 3205, 3210, 3215, 3220, 3225, 3230, 3235, 3240, 3245, 3250, 3255, 3260, 3265, 3270, 3275, 3280, 3285, 3290, 3295, 3300, 3305, 3310, 3315, 3320, 3325, 3330, 3335, 3340, 3345, 3350, 3355, 3360, 3365, 3370, 3375, 3380, 3385, 3390, 3395, 3400, 3405, 3410, 3415, 3420, 3425, 3430, 3435, 3440, 3445, 3450, 3455, 3460, 3465, 3470, 3475, 3480, 3485, 3490, 3495, 3500, 3505, 3510, 3515, 3520, 3525, 3530, 3535, 3540, 3545, 3550, 3555, 3560, 3565, 3570, 3575, 3580, 3585, 3590, 3595, 3600, 3605, 3610, 3615, 3620, 3625, 3630, 3635, 3640, 3645, 3650, 3655, 3660, 3665, 3670, 3675, 3680, 3685, 3690, 3695, 3700, 3705, 3710, 3715, 3720, 3725, 3730, 3735, 3740, 3745, 3750, 3755, 3760, 3765, 3770, 3775, 3780, 3785, 3790, 3795, 3800, 3805, 3810, 3815, 3820, 3825, 3830, 3835, 3840, 3845, 3850, 3855, 3860, 3865, 3870, 3875, 3880, 3885, 3890, 3895, 3900, 3905, 3910, 3915, 3920, 3925, 3930, 3935, 3940, 3945, 3950, 3955, 3960, 3965, 3970, 3975, 3980, 3985, 3990, 3995, 4000, 4005, 4010, 4015, 4020, 4025, 4030, 4035, 4040, 4045, 4050, 4055, 4060, 4065, 4070, 4075, 4080, 4085, 4090, 4095, 4100, 4105, 4110, 4115, 4120, 4125, 4130, 4135, 4140, 4145, 4150, 4155, 4160, 4165, 4170, 4175, 4180, 4185, 4190, 4195, 4200, 4205, 4210, 4215, 4220, 4225, 4230, 4235, 4240, 4245, 4250, 4255, 4260, 4265, 4270, 4275, 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5110, 5115, 5120, 5125, 5130, 5135, 5140, 5145, 5150, 5155, 5160, 5165, 5170, 5175, 5180, 5185, 5190, 5195, 5200, 5205, 5210, 5215, 5220, 5225, 5230, 5235, 5240, 5245, 5250, 5255, 5260, 5265, 5270, 5275, 5280, 5285, 5290, 5295, 5300, 5305, 5310, 5315, 5320, 5325, 5330, 5335, 5340, 5345, 5350, 5355, 5360, 5365, 5370, 5375, 5380, 5385, 5390, 5395, 5400, 5405, 5410, 5415, 5420, 5425, 5430, 5435, 5440, 5445, 5450, 5455, 5460, 5465, 5470, 5475, 5480, 5485, 5490, 5495, 5500, 5505, 5510, 5515, 5520, 5525, 5530, 5535, 5540, 5545, 5550, 5555, 5560, 5565, 5570, 5575, 5580, 5585, 5590, 5595, 5600, 5605, 5610, 5615, 5620, 5625, 5630, 5635, 5640, 5645, 5650, 5655, 5660, 5665, 5670, 5675, 5680, 5685, 5690, 5695, 5700, 5705, 5710, 5715, 5720, 5725, 5730, 5735, 5740, 5745, 5750, 5755, 5760, 5765, 5770, 5775, 5780, 5785, 5790, 5795, 5800, 5805, 5810, 5815, 5820, 5825, 5830, 5835, 5840, 5845, 5850, 5855, 5860, 5865, 5870, 5875, 5880, 5885, 5890, 5895, 5900, 5905, 5910, 5915, 5920, 5925, 5930, 5935, 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Section C: Research Reporting Schedule

2004 Quarterly Report

10

[illegible]

Preparing Your Records: RC-3



INSTRUCTIONS - FORM RC-3

**INSTRUCTIONS
USE OF FORM**

USE OF FORM Serves as a notification to your local records commission and to The Ohio Historical Society/State Archives, Local Government Records Program (OHSLGRP), that your office intends to dispose of the records listed on the form as authorized by an approved RC-2 form. It also provides an opportunity for the OHSLGRP to select for historical records, or to provide for other disposition under Section 149.27ORC. Prepare and send this RC-3 a minimum of fifteen (15) business days before the proposed disposal date.

WHEN TO USE CERTIFICATION

CERTIFICATION This is a legal document representing compliance to the Ohio Revised Code and a commitment to maintain an information master register according to American National Standards Institute (ANSI) standards when the source document is linked for digital use on this RC-3. Therefore, the certification requires the signature of the official responsible for the records.

SUBMISSION Send the original RC-3 to rc3@ohiohistorycentral.org or The Ohio Historical Society

SUBMISSION certification requires the signature of the official responsible for the records. Send the original RC-3 to rc3@ohiohistory.org or The Ohio Historical Society, State Archivist of Ohio, Local Government Records Program, 500 E. 17th Avenue, Columbus, OH 43211-2487.

Retain a permanent copy for your office files, and send an additional copy to your reports' commander.

NOTE:

You allow or records commission will not receive a copy of the RC-3 back. Your office will be contacted if a record is selected for its historical value or if there are questions about the records listed on the form.

Page 2
(1) RECORD SERIES TITLE:

(2) AUTHORIZATION FOR DISPOSAL

(2) AUTHORIZATION FOR DISPOSAL

(2) INFORMATION FOR DISPOSAL: *Journal number marked as missing means the JOURNAL is written on your approved form, and the date is not approved by your local records commission*

(3) MEDIA TYPE DESTROYED: *Medium of the record series you are disposing of for example, paper, film, disk, magnetic tape, optical disk*

(3) MEDIA TYPE (DESTROYED)

(4) OTHER MEDIA TYPE (RETAINED) If your government plans to retain the records series in another medium, list each type of medium in which

3. **INCLUSIVE DATES OF RECORDS** *(Enter the date period encompassed by the records being disposed of such as: Jan. 2003 to Dec. 2003, etc.)*

4) PROPOSED DATE OF DISPOSAL

(7) FOR USE BY OHS-LGRP: OHS-LGRP may write clarifying notes or notes about possible resource transfers.

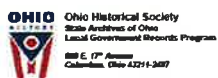
NOTICE CONCERNING M...

The Local Government Research Program strongly discourages the

The Local Government Records Program strongly encourages the use of electronic formats for long-term retention of records. Lists and reports are also maintained in an easily readable format such as paper or microfiche. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format. For guidelines on electronic records issues, visit www.electronicrecords.ca

From the Department of Psychology, University of California, Los Angeles, California 90095-1554.

Preparing Your Records: RC-3



Page _____ of _____

For State Archives - LGRP Use Only

Date Received
(Date Received)

Form requested for transfer: ☒ YES ☐ NO

If YES, attach copy of Transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) - Part 1

See instructions before completing this form. Must be submitted with PART 2.

(local government entity) (unit) (contact person) (telephone number) (location of records)

(address) (city) (zip code) (county) (date mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the approved Records Retention Schedule (RC-2) listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, masterfiles retained in place of any original record listed on this RC-3 will be stored according to ANSI standards and all masterfiles master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

(signature of responsible official) (title) (telephone number)

To have this form returned to the Records Commission electronically, include an email address.

Please Note: The State Archives retains RC-3 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.

Form RC-3 (08/2015) (page 1) Revised July 2015

Preparing Your Records: RC-3



CERTIFICATE OF RECORDS DISPOSAL (RC-3) - Part 2

See instructions before completing this form. Must be submitted with PART 1.

(1) Records Series Title	(2) Authority for Disposal Schedule Number Use the RC-2 form approved by the Records Commission.	(3) Disposal Type To be destroyed	(4) Disposal Type To be retained (if any)	(5) Inclusive Dates of Records FROM TO	(6) Proposed date of destruction (15 business days from receipt by OSHA/OSR)	(7) For OSHA/OSR use

Form RC-3 (08/2015) (page 2) Revised July 2015

Preparing Your Records

- Is it a copy of a copy? Which copy is the official record?
- Contact the Records Center. We can give you guidance in your preparation and work with a schedule for moving records to the Records Center.
- Obtain approved containers if existing containers are not appropriate.
- Put records into the containers, organizing them appropriately and marking the containers appropriately.

Preparing Your Records

- What if it is not a record?
 - Do you really need an item that has been in storage that is not a record?
 - Consider getting rid of items that are not records that you do not need in an appropriate manner.
 - Remember that anything with confidential information on it must be shredded and not just thrown out.
 - If it is not a record, it cannot be stored at the Records Center.
- *Now is the time to clean your storage closets!*

Preparing Your Records

- If you have records that, according to the RC-2, could be destroyed, consider filling out a Records Disposal RC-3 to destroy the record.
 - It is usually a good idea to destroy records that are eligible for destruction.
 - However, you may have reasons for not destroying such records. For example:
 - A set of records may have historical value due to their age or content.
 - A set of records may have legal reasons to be retained, such as on-going investigations.
 - There may be others.

Preparing Your Records

- In addition to storing physical (usually paper) records, consider imaging or microfilming your records.
- Refer to your RC-2 and any relevant codes and laws on whether a given type of record can be imaged or microfilmed.

Preparing Your Records: Imaging

- Imaging scans the paper records and turns them into a computer storable and readable image.
- Imaging, along with an appropriate indexing system, makes finding records a quicker and easier process
- We image records for the needs of the present.

Preparing Your Records: Microfilming

- Microfilming makes a microfilm copy of the records.
- Microfilm is one of the few methods recognized by archivists as a permanent storage method. Paper is the other main recognized method. Microfilm takes much less space than paper.
- We microfilm records for the needs of the future.

Preparing Your Records

- Both imaging and microfilming take time and resources that you may not have at the present.
- However, once you have organized your records for storage in the Records Center, you have already completed the first significant step in preparing your records to be imaged or microfilmed.
- You can consider such a project in the future. Contact the Records Center if you would like to discuss such a possibility.

This is an opportunity!

- Have you ever moved to a new house and found a box that was taped up two or three moves ago and now just follows you around?
- You are not even sure what is in the box.
- We have stuff like that in all our county storage spaces.
- Now is the time to open those boxes, determine if we really need the contents, and then either appropriately save or appropriately remove or destroy what we find.

This is an opportunity!

- Take it!

Contact Information

Mark E. Conrad
Computer Support Specialist
phone: 740-652-7395
cell: 740-243-4933 (voice or text)
email: mconrad@co.fairfield.oh.us
Fairfield County IT
Hall of Justice
224 East Main Street, Second Floor
Lancaster, Ohio 43130

Questions?

Special Dates 2016 Planning

January 2016

1 – New Year's Day - Offices Closed
11 - Reorganizational Meeting
18 – MLK Day - Offices Closed

February 2016

11 – EO/DH Roundtable
15 – Presidents' Day – Offices Closed

March 2016

13-19 – Sunshine Week
25 – Good Friday – Close at noon

April 2016 – National County Month

12 – Quarterly Budget Update
13 – Wear Blue for CPS Awareness
19 – State of the County Address

May 2016

5 – Review/Regular Meetings
26 – EO/DH Roundtable
30 – Memorial Day – Offices Closed

June 2016

15 – Wear Purple for APS Awareness
28 – County Employee Recognition
Breakfast

July 2016

4 – Independence Day – Offices Closed
12 – Meeting at Tussing Road Government
Services Building
19 – Quarterly Budget Update

August 2016

11 – EO/DH Roundtable
TBD – Wear Green for CSEA Awareness

September 2016

5 – Labor Day – Offices Closed
15 – United Way Day

October 2016

6 – Leadership Conference
18 – Quarterly Budget Update
20 – Budget Hearings
25 – United Way City/ County Employee
Lunch
26 – DAS Training
27 – Budget Hearings

November 2016

3 – Budget Hearings
10 – Budget Hearings
11 – Veterans Day – Offices Closed
17 – EO/DH Roundtable
17 – Budget Hearings (if necessary)
24 & 25 – Thanksgiving – Offices Closed

December 2016

6 – End of the Year Budget Update
23 – Christmas Eve Holiday – Close at noon
26 - Christmas Day Holiday – Offices
Closed

- County Training Dates will be added as they are scheduled.
- Voting, regular Board of Commissioner meetings are held Tuesdays at 10 am.
- Review sessions are held at 9 am prior to the voting, regular meetings.

Special Dates 2017 Planning

January 2017

2 – New Year's Day Observed - Offices Closed
9 - Reorganizational Meeting
16 – MLK Day - Offices Closed
17 – Quarterly Budget Update

February 2017

9 – EO/DH Roundtable
20 – Presidents' Day – Offices Closed

March 2017

12-18 – Sunshine Week

April 2017 – National County Month

TBD – Wear Blue for CPS Awareness
14 – Good Friday – Close at noon
18 – Quarterly Budget Update
25 – State of the County Address (tentative)

May 2017

4 – Review/Regular Meetings
18 – EO/DH Roundtable
29 – Memorial Day – Offices Closed

June 2017

TBD – Wear Purple for APS Awareness
TBD – County Employee Recognition Breakfast

July 2017

4 – Independence Day – Offices Closed
11 – Meeting at Tussing Road Government Services Building
18 – Quarterly Budget Update

August 2017

10 – EO/DH Roundtable
TBD – Wear Green for CSEA Awareness

September 2017

4 – Labor Day – Offices Closed
14 – United Way Day (tentative)
28 – Leadership Conference

October 2017

17 – Quarterly Budget Update
19 – Budget Hearings
26 – Budget Hearings

November 2017

2 – Budget Hearings
9 – Budget Hearings
10 – Veterans Day Observed – Offices Closed
16 – EO/DH Roundtable
16 – Budget Hearings (if necessary)
23 & 24 – Thanksgiving – Offices Closed

December 2017

22 – Christmas Eve Holiday – Close at noon
25 – Christmas Day Holiday – Offices Closed

- County Training Dates will be added as they are scheduled.
- Voting, regular Board of Commissioner meetings are held Tuesdays at 10 am.
- Review sessions are held at 9 am prior to the voting, regular meetings.

**A resolution to approve the Holiday Schedule for 2017.
[Commissioners]**

WHEREAS, the Board of County Commissioners wishes to be closed in observance of the holidays as follows:

Holiday Schedule for 2017

New Year's Day	January 2, 2017 (2015-11.10.b)
Martin Luther King Day	January 16, 2017
Presidents' Day	February 20, 2017
Good Friday (close at noon)	April 14, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017
Labor Day	September 4, 2017
Veterans' Day	November 10, 2017
Thanksgiving Day	November 23, 2017
Day after Thanksgiving	November 24, 2017
Christmas Eve (close at noon)	December 22, 2017
Christmas Day	December 25, 2017
New Year's Day	January 1, 2018

WHEREAS, in addition any day appointed and recommended by the President of the United States or Governor of the State of Ohio shall also be included in this schedule.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That Board of Commissioners approves the above Holiday Schedule for 2017.

Section 2. That this Holiday Schedule shall be in effect for calendar year 2016 only.

Section 3. That the Clerk of the Board shall notify all departments of the Holiday Schedule for 2017.

Prepared by: Rachel Elsea
cc: All county offices and departments



Save the Date!

**Ohio Department of Administrative Services
Website Training for Budget Officers**

Wednesday, October 26th

10:00 a.m.

Commissioners' Hearing Room

Ms. Shavonna Neal, an Ohio Department of Administrative Services Training Officer will be demonstrating how to most efficiently and effectively use the DAS website. An example of this would include using the site in lieu of competitive bidding for the purchase of vehicles and other large equipment.

Please RSVP by Friday, October 21st.

<https://www.surveymonkey.com/r/DASTrainingOct26>



2016 QUARTER 3

OCTOBER 6, 2016

FAIRFIELD COUNTY COMMISSION

1

OBJECTIVES OF PRESENTATION

- Review public records request data
- Review estimates & actual data of the general fund at a high level
- Highlight issues to watch
- Provide a forum for open discussion
- Receive input & feedback

PUBLIC RECORDS REQUESTS LOG



- The Commission maintains a log
- Most Commission departments are included – All departments are invited to use the log for actual records requests
- Some departments, such as JFS, keep their own log

3

PUBLIC RECORDS REQUESTS LOG

- Logs are considered a good management tool and a “best practice” recommended by the State Auditor and Attorney General



4

COMMISSION PUBLIC RECORDS LOG

- From 3/2013 - 12/2013, **22** requests were made
- From 1/2014 – 12/2014, **69** requests were made
- From 1/2015 – 12/2015, **40** requests were made
- From 1/2016 – 10.6.2016, **23** requests were made
- Average response time – 1.71 days (next day)
- The median and mode response time is **1 day**
 - The website has been updated (Sunshine Pages)
 - Link to the Sunshine Manual of the Attorney General
 - Transparency initiative is implemented for the State Treasurer's program

5

QUESTIONS ABOUT PUBLIC RECORDS



6

GENERAL FUND THIRD QUARTER REVENUES

2015		2016	
Property Taxes	7,809,387	Property Taxes	7,964,888
Homestead Rollback	1,016,287	Homestead Rollback	1,023,296
Conveyance Fees	1,989,207	Conveyance Fees	2,063,522
Sales & Use Tax	15,472,655	Sales & Use Tax	16,032,878
Casino	1,298,667	Casino	1,352,515
Local Government	976,405	Local Government	952,876
Investment Earnings	559,651	Investment Earnings	702,911
Fees & Charges for Services	3,630,841	Fees & Charges for Services	3,952,466
Title Surplus transfer, unclaimed, transfers	747,098	Title Surplus transfer, unclaimed, transfers	0
Total GRF Revenue	33,500,198	Total GRF Revenue	34,045,352

7

GENERAL FUND - QUARTER 3 AS OF 9.30.2016

- Revenues for the quarter were **\$34.05 M, or 1.6% above** the quarter of the prior year
- 82.11% of annual estimates have been received
- Local government funds saw a decrease (24 K)
- The increase over the prior quarter is largely due to
 - sales taxes - up 560 K
 - property taxes - up 155 K
 - fees/charges for services - up 321 K
 - interest earnings - up 143 K

8

ITEMS TO WATCH & MEASURE

- Monitor all sources, especially sales tax; work with CCAO for solution to "mco" issue
- No adjustments at this time
- Received communications from the Clerk of Courts regarding surplus and records center (transfer in October 2016)



9

SALES TAX RATES

Fairfield's rate
is the same as it
was in 2015,
2014 and 2013

- Fairfield - 6.75%
- Hocking - 7.00%
- Licking, Perry, Ross,
& Pickaway - 7.25%
- Franklin - 7.50%

10

EXPENDITURES

• 2015 QTR 3 EXP	\$34.2 M
• 2016 QTR 3 EXP	\$32.2 M

11

EXPENDITURES – COMPARED TO ESTIMATES

- 71.65% of general fund budget expended
- Expenses are down 5.9% (*Jail capital not yet transferred*)
- Approved allocations increased, e.g. multi-system youth, positions approved, etc.
- Approved Muni Court increases reflected
- Election expenses reflected

12

EXPENDITURES - COMPARED TO ESTIMATES

- Monitor operations/departments (some had severance payouts and planned one-time expenditures)
- Correction for proper classification of salary expenditures (account to account transfers)

13

PREPARE.

- No new employees
- 2% increase for salaries/fringes
- Careful monitoring
- Justify requests
- Expectations



14

QUESTIONS



15

THANK YOU FOR ATTENDING THE
QUARTERLY UPDATE



16

The State of I.T.

By the end of 2016 I.T. will have completed updating naming conventions for e-mail and domain names to align with the state of Ohio and the larger Ohio counties. The new website address will be www.fairfieldcountyohio.gov. Our current address www.co.fairfield.oh.us will continue to work.

As mentioned previously our new e-mail addresses will be preferred-firstname.lastname@fairfieldcountyohio.gov. For example my default e-mail address would change to randy.carter@fairfieldcountyohio.gov. The current e-mail address (rcarter@co.fairfield.oh.us) would continue to work. Mobile devices will need to be reconfigured for the new e-mail address as well.

The AIMS project is continuing to be implemented. We have completed the first phase of eliminating paper by automating the Accounts Payable process in Munis. Finance has estimated we will save over 45 boxes of paper this year. This results in a costs savings in the storage, copy creation, and retrieval of paper. We will work on pay-ins and new hire documentation in the upcoming months.

The I.T. department implemented a ticket system a few years ago to track requests for things like new computer accounts, computer hardware and software issues, and Munis related changes. To-date for 2016 a total of 8,441 tickets have been issued with 7,753 being resolved. A substantial number of the outstanding tickets are after hours building opening in the future. We try to process all tickets in a timely manner, but with the volume there may be times when you feel the issue needs to be addressed quicker. Please feel free to call (7076) or e-mail me (randy.carter@fairfieldcountyohio.gov) at any time if you want to check the status of a ticket.